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Approved For Release 2006/10/17 : CIA-RDP82-00357R000700010033-1

Report of Supervisory Ability and Executive Potential

Section A

GENERAL

1. EMPLOYEE SERIAL NO.	2. NAME (LAST-FIRST-MIDDLE)	3. SEX	4. GRADE	5. SERVICE DESIGNATION
6. FUNCTIONAL JOB TITLE		7. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		8. CURRENT STATION
9. NO. OF EMPLOYEES IN ORGANIZATIONAL UNIT MANAGED BY RATED SUPERVISOR		10. NO. OF THESE EMPLOYEES SUPERVISED DIRECTLY BY RATED SUPERVISOR		

11. THIS REPORT SUPPLEMENTS THE FITNESS REPORT ON
THIS INDIVIDUAL FOR THE REPORTING PERIOD -

FROM-

TO-

Section B

DEMONSTRATED SUPERVISORY ABILITY IN CURRENT ASSIGNMENT

- W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong Performance is characterized by exceptional proficiency.
- O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC SUPERVISORY RESPONSIBILITIES

INSERT RATING LETTER WHICH BEST DESCRIBES PERFORMANCE

		RATING LETTER
PLANNING	GRASPS THE LONG RANGE IMPLICATIONS OF EVENTS AND PRE-ARRANGES ACTIVITIES TO MEET ANTICIPATED NEEDS.	
JUDGMENT	MAKES DECISIONS BASED UPON ACCURATE PERCEPTIONS OF INTERRELATIONSHIPS AMONG COMPLEX MATTERS.	
MANAGEMENT	EFFECTIVELY ORGANIZES AND CONTROLS THE ACTIVITIES OF HIS UNIT.	
DRIVE	CONTRIBUTES SUBSTANTIAL ENERGY TO THE OPERATION OF HIS UNIT.	
HUMAN RELATIONS	WORKS EFFECTIVELY WITH PEOPLE AT ALL LEVELS AND INFLUENCES THEIR ACTIONS.	
LEADERSHIP	MOTIVATES SUBORDINATES, DIRECTS AND EVALUATES THEIR ACTIVITIES, AND DEVELOPS THEIR CAPABILITIES.	
PERCEPTIVENESS	IS AWARE OF THE PERSONAL CIRCUMSTANCES OF SUBORDINATES AND IS SENSITIVE TO THEIR FEELINGS.	

OVERALL SUPERVISORY PERFORMANCE IN CURRENT POSITION

TAKE INTO ACCOUNT EVERYTHING ABOUT THE RATED INDIVIDUAL WHICH INFLUENCES HIS EFFECTIVENESS AS A SUPERVISOR. BASED ON YOUR KNOWLEDGE OF HIS OVERALL PERFORMANCE OF SUPERVISORY RESPONSIBILITIES DURING THE RATING PERIOD, PLACE A LETTER IN THE RATING BOX CORRESPONDING TO THE STATEMENT WHICH MOST ACCURATELY REFLECTS HIS PERFORMANCE.

RATING
LETTER

Section C

EXECUTIVE POTENTIAL

- CHECK (X) STATEMENT WHICH BEST DESCRIBES EXECUTIVE POTENTIAL -

- ☐ 1 - HAS LITTLE OR NO POTENTIAL FOR HANDLING MORE DIFFICULT EXECUTIVE RESPONSIBILITIES.
- ☐ 2 - HAS THE CAPACITY TO HANDLE EXECUTIVE RESPONSIBILITIES AT THE NEXT HIGHER LEVEL AFTER FURTHER EXPERIENCE AND TRAINING.
- ☐ 3 - HAS THE CAPACITY, NOW, TO ASSUME EXECUTIVE RESPONSIBILITIES AT THE NEXT HIGHER LEVEL.
- ☐ 4 - HAS THE CAPACITY TO DEVELOP A HIGH LEVEL OF EXECUTIVE COMPETENCE.
- ☐ 5 - HAS VERY HIGH EXECUTIVE POTENTIAL. WILL PROBABLY PROGRESS TO POSITIONS OF VERY SENIOR EXECUTIVE RESPONSIBILITY AND AUTHORITY.

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(WHEN FILLED IN)

Form D

CERTIFICATION
By Rating Officer

THESE RATINGS OF SUPERVISORY ABILITY AND EXECUTIVE POTENTIAL HAVE NOT BEEN SHOWN TO THE RATED INDIVIDUAL. NARRATIVE COMMENTS ON THE PERFORMANCE OF MANAGERIAL AND SUPERVISORY DUTIES HAVE BEEN REPORTED IN SECTION C OF THE LITERARY REPORT FOR THIS RATING PERIOD AND HAVE BEEN REVIEWED BY THE INDIVIDUAL CONCERNED.

1. NUMBER OF MONTHS RATED INDIVIDUAL HAS BEEN UNDER MY SUPERVISION

3

2. DATE

3. OFFICIAL TITLE OF RATING OFFICER

4. TYPED OR PRINTED NAME AND SIGNATURE

By Reviewing Official

5. COMMENTS OF REVIEWING OFFICIAL

6. DATE

7. OFFICIAL TITLE OF REVIEWING OFFICIAL

8. TYPED OR PRINTED NAME AND SIGNATURE

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SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A				GENERAL			
1. NAME (Last) (First) (Middle)				2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From- to-)			

SECTION B		PERFORMANCE EVALUATION
W - <u>Weak</u>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.	
A - <u>Adequate</u>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.	
P - <u>Proficient</u>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.	
S - <u>Strong</u>	Performance is characterized by exceptional proficiency.	
O - <u>Outstanding</u>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.	

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO.	RATING LETTER
SPECIFIC DUTY NO. 1	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>	RATING LETTER
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

SECTION D

CERTIFICATION AND COMMENTS

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE SIGNATURE OF EMPLOYEE

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE

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